DOCUMENT RESUME

ED 171 877 CE 017 384

AUTHOR Arnold, Don H.; Wysong, Richard M.
TITLE An Approach to Identifying Local Employment Opportunities for Local High School Graduates. Final Report.
INSTITUTION Wawasee Area Vocational Cooperative, Syracuse, Ind.
SPONS AGENCY Bureau of Occupational and Adult Education (DHEW/OE), Washington, D.C.; Indiana State Board of Vocational and Technical Education, Indianapolis.
PUB DATE Aug 78
NOTE 59p.; Not available in hard copy due to reproducibility problems

EDRS PRICE MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS Career Opportunities; Employer Attitudes; Employment; *Employment Opportunities; Employment Projections; Instructional Materials; *Job Application; Job Market; Job Search Methods; Learning Activities; Manpower Needs; *Occupational Guidance; Occupational Surveys; Secondary Education; Vocational Education

ABSTRACT

Because most high school counselors have not had the opportunity to explore job opportunities in their own community, this project's purpose was (1) to provide the counselor with first hand information concerning the various job opportunities available to students in their own community; (2) to implement programs in the schools of the vocational school cooperative; and (3) to follow up the previous year's graduating class with a prepared instrument to improve curriculum and program offerings. A survey instrument was used to collect data from over one hundred fifty businesses in three school districts. A vocational guidance advisory committee assisted with project development and evaluation. A follow up survey was sent to the previous year's graduates to test a state-prepared instrument and to develop a procedure to follow up school leavers. Employers listed the following comments on how the school could better prepare graduates for work: students need better attitudes toward work, more job seeking skills, more pride in work, more dependability and willingness to work, and more communication skills; teachers should be more informed about the needs of the community; and teachers should work in industry in the summer. (LRA)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED171877

BEST COPY AVAILABLE

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

FINAL REPORT

AN APPROACH TO IDENTIFYING LOCAL EMPLOYMENT OPPORTUNITIES FOR LOCAL HIGH SCHOOL GRADUATES

Don H. Arnold, Superintendent

Richard M. Wysong, Vocational Director

Project No. 76-77-III-4

Wawasee Area Vocational Cooperative

Lakeland Community School Corporation

Syracuse, Indiana

June 30, 1978

State Board of
Vocational and Technical Education
401 Illinois Building
17 West Market Street
Indianapolis, Indiana 46204

CE 017 384

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

ESTABLISHING A JOB PLACEMENT SERVICE

Lakeland Community School Corporation

Wawasee Area Vocational Cooperative

August, 1978

INFORMATION SHEET

A. Kind of Project: (check one)

1 ___	Experimental	4 ___	Demonstration
2 _x_	Developmental	5 ___	Evaluative
3 ___	Pilot	6 ___	Exemplary

B. Population

TYPE		NUMBERS (affected by project)
A	Disadvantaged	A ___
B	Handicapped	B ___
C	Migrant	C ___
D	Minority	D ___
E	Combination of the above	E ___
F	Other _____	F ___

GROUP		
1	Pre-school	1 ___
2	Elementary	2 ___
3	Junior High School	3 ___
4	Middle School	4 ___
5	Senior High School	5 2,000
6	Postsecondary	6 ___
7	Adult	7 ___
8	University	8 ___
9	Employer	9 ___
10	Employee	10 ___
11	Citizens	11 ___
12	Parents	12 ___
13	Combination of the above _____	13 ___

LOCALITY (check the one which encompasses the locality involved)

a	National	a ___
b	State	b ___
c	Region	c ___
d	District	d ___
e	County	e ___
f	Area	f _x_
g	Community	g ___
h	School Corporation (LEA)	h ___

III. Statement of Objectives of the project

a. To obtain an accurate list of job opportunities that exist for students in local places of employment.

b. To obtain a list of key personnel to contact for student employment.

c. Establish better public relations between business, industry and the schools. Two advisory committees will be established to insure that the objectives of this project are carried out and promote better communications.

d. Expand the counselor's knowledge of local job opportunities to permit more knowledgeable counseling for the large percentage of students completing their education at the high school level.

e. To follow-up last year's graduates and prepare this year's class for the follow-up to be sent out in nine months.

IV. Statement of the Problem

Because of their educational preparation, most high school counselors have not had the opportunity to explore first-hand the many job opportunities available to students in their own community. The purpose of this project was to afford an opportunity to the high school counselors to be provided firsthand information concerning the various job opportunities available to the student in his own community and to implement programs in the high schools of the area vocational school cooperative, to also follow-up last year's graduating class with a prepared instrument to give us insight in improving curriculum and program offering.

V. Priority Area

Vocational training on the local level should first be implemented considering the needs of the labor market in each community. By surveying the business community, a great deal of information can be collected to help the schools become better informed, to help "kids" become more knowledgeable of the community, and look at job opportunities in the area.

VI. Strategies

An Employment Survey instrument was developed to collect data with a personal contact at over 150 businesses in the three school district. A mail-out preceeded the personal visit to approximately 700 businesses.

One counselor from each of the three high schools was named to a Vocational Advisory Committee so that the project material developed would conform to the requirements of the three high schools.

A Coop Teacher Advisory Committee comprised of the three school's coordinators was also formed to advise the project director on businesses to contact and for feed-back to the coordinators on the educational needs of "kids" going to work from the three schools.

A follow-up survey was sent to all school leavers last year to test a state-prepared instrument and develop a procedure to follow-up school leavers in the future in the cooperative.

VII. Analysis Procedures

A follow-up on last year's (1977) graduates was completed and the current graduates were oriented to the needs for high schools to have as good a return as possible to determine how well the schools are meeting the student needs.

The Employer Needs Survey provided data on the business community that has never been collected. This employer information is made available to any teacher or student, particularly those seeking help in job placement.

VIII. Findings

As a result of this project, data was collected on the business community served by the Wawasee Area Vocational Cooperative and surrounding shopping areas. Approximately 150 business contacts were made in eleven towns.

The general consensus of the survey by the school was very positive and the businesses were very pleased that the schools were asking their opinion on "How can the school better prepare the graduates to go to work for them." The most common comments were:

1. Need better attitude towards work.
2. Need more "job seeking skills".
3. Handling and management of money in business and home.
4. Dependable and willingness to work.
5. How to get along with people (communication skills).
6. Schools are doing fairly good job in preparing kids.
7. More pride in workmanship.
8. Can't think of anything!
9. Placement for "kids", a great idea in the high schools!

10. Teachers need to become more informed of the needs of the business community.

11. Include outboard marine in the high school program.

12. Have a better understanding why business has to make a profit.

13. Encourage teachers and counselors to work in industry in summer.

The above list was some of the discussed topics that came into the conversation with the project director at the time of the interview.

IX Evaluation

The evaluation of the project was continuous with both the Vocational Guidance Advisory Committee and the Coordinator Advisory Committee meeting quarterly to review the forms developed, results of the survey and methodology.

The Coop Coordinators found the employer survey extremely useful in developing new job stations with a wide variety of job positions.

In working with the Guidance Committee, the survey and its results assisted these people to better know their community and the job market in the area. It reaffirmed some of the issues that have concerned counselors and administrators in the past.

X. Conclusions, Summary and Recommendations

1. That each school send out the questionnaire signed by someone the graduates can identify with.

2. That the Vocational Guidance Committee review the follow-up tool and suggest modifications.

3. That seniors be prepared in the spring for the follow-up, fill out an employment needs survey, a letter be written to themselves "guessing" what they will be doing when the survey arrives, an envelope be addressed to themselves at an address they know will be forwarded to them. This process will assist in the recall when we explain how important the survey is in improving programs and classes for those who follow.

4. The completed Employer Survey file was copied for each of the three schools for use by their coop coordinator, counseling staff, administration, and students seeking information on businesses in the area.

Recommendations

1. That the school corporations take a close look at their products after leaving school to assist in administrative decision making.

2. That more attention be directed at the vocational counseling of high school students.

3. Since most students made career decisions in high school more emphasis and information about careers needs to be provided in the intermediate grades.

4. Counselors consider working closely with faculty in disseminating information about careers and occupations, with as much career information as possible being distributed through the classroom teacher, and it be related to subject taught.

5. Decision making skills should be taught prior to the eleventh and twelfth grades.

6. That the school develop and utilize a model to evaluate programs in relation to their practical use after graduation.

XI. Supplemental

a. Introductory card for Job Placement Service

b. Flash - did you know?

c. Student Introductory Card to Employer

d. Job Opening Notice for bulletin board

e. Business & Industry file card

f. Student Placement Information Card

g. "Ten Commandments of Job Hunting"

h. Employer Survey (in person).

i. Employment Needs Survey by Graduating Seniors

j. Follow-up Study of school graduates and leavers

k. Employability Skills Mini-Course

a new service to the community

job placement services

Serving:

FAIRFIELD
WAWASEE
WEST-NOBLE

Designed as a service to students, post-graduates and the employer, the new Job Placement Services provides employers with a coordinated approach to job placement and immediate access to students and graduates, as well as information on their training and special skills.

An integral part of career education, placement efforts are directed toward assisting students in their job-seeking activities while exposing them to the requirements of the job market.

The success of this new venture depends, to a large extent, on the interest and participation of the business community. Won't you join us in better preparing our work force?

Wawasee Area Vocational Cooperative Job Placement Services
Phone 1-219-457-3147, Ext. 2

Name _____ Position _____

Business _____ Phone _____

Address _____ City _____ Zip _____

Type Business _____ Number of Employees _____

Please check the type student employment you would consider:

___ Graduating Seniors ___ Part-time Work Exp. ___ Summer Help
___ CO-OP Students ___ Full-time Students ___ Temporary Help

Any special qualifications or skills desires?

1. _____ 3. _____

2. _____ 4. _____

Please provide me with additional information.

announces...

WAWASEE AREA VOCATIONAL COOPERATIVE
P.O. Box 276
Syracuse, Indiana 46567
(219) 457-3147

PLACE
FIRST
CLASS
POSTAGE
HERE

BUSINESS REPLY MAIL

WAWASEE AREA VOCATIONAL COOPERATIVE
P.O. Box 276
Syracuse, Indiana 46567

JOB DEVELOPMENT PLACEMENT SERVICE for

FAIRFIELD - WAWASEE - WEST NOBLE HIGH SCHOOLS

The Student Placement Service is a part of the total educational program at Wawasee Area Vocational Cooperative. We think it is essential that vocational education prepares students for the transition from school to the world of work. Our major concern is to bridge the gap between a student's education and the needs of business and industry.

EMPLOYERS

You Can Hire

TRAINED GRADUATES

from the following areas

* Agriculture
* Agriculture Mechanics
* Auto Mechanics
* Building Trades
* Cooperative Education (ICE & ICT)
* Cosmetology
* Distributive Education
* Drafting - Architectural / Engineering
* Home Economics
* Intensive Office (Secretaries)
* Machine Trades
* Occupational Clothing
* Printing
* Sales & Merchandizing
* Welding

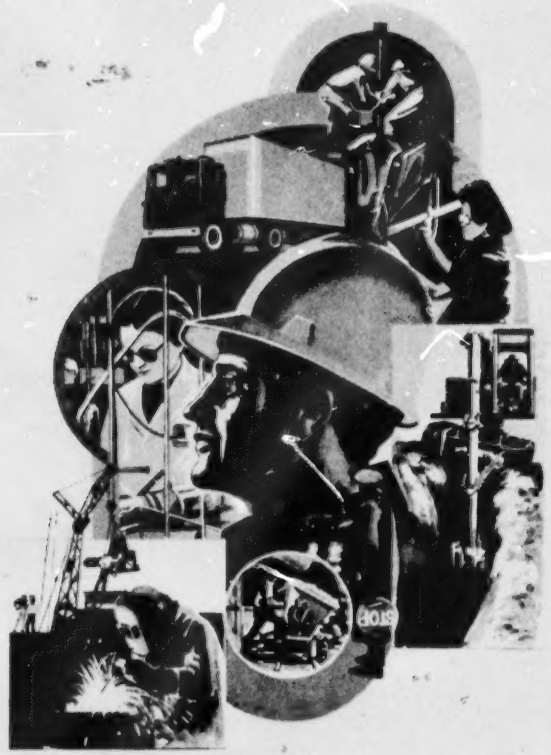
* *

The Placement Office Also Assists Employers Seeking Part - Time and/or Unskilled Employers.

BRIEF FACTS

about the

WAWASEE AREA VOCATIONAL COOPERATIVE



* The school serves students from the 3 partici pating school corporations: Lakeland Community Schools, Fairfield Community Schools, and West Noble Community Schools.
* Students receive approximately 500 hours of training in one year. (Students enroll for one or two Years in their occupational programs.)
* The school also has an extensive adult evening program serving more than 300 enrollments each year.

ADDITIONAL FACTS
ABOUT THE

WAWASEE AREA

VOCATIONAL COOPERATIVE'S

PLACEMENT SERVICE

* We are not an employment agency.
* No fees are charged - either to the employer or the student.
* It is not intended to encourage students to leave school prior to graduation.
* It is not bound up in bureaucratic red tape, but a streamlined, functional, and practical program with great flexibility.
* Interviews can be scheduled here or at the employer's place of business.
* Our goal is to serve our students and the employer.
* Available to Graduates one year after graduation.

CONTACT:

Wawasee Area Vocational Cooperative
P. O. Box 276
Syracuse, IN 46567
Phone (219) - 457 - 3147 Ext. 2

STUDENT PLACEMENT SERVICES

WAWASEE AREA VOCATIONAL COOPERATIVE
P. O. BOX 276
Syracuse, IN 46567

FLASH

DID YOU KNOW?

FAIRFIELD

WAWASEE WEST NOBLE

WAWASEE AREA

VOCATIONAL COOPERATIVE

HAS

Trained and Skilled

GRADUATES

FOR IMMEDIATE PLACEMENT

Please Read On

WAWASEE AREA VOCATIONAL COOPERATIVE
INTRODUCTORY CARD

FIRM _____

INTRODUCING: _____

FROM: _____ HIGH SCHOOL DATE _____

AREA OF EMPLOYMENT: _____

_____ _____

Instructor Placement Coordinator

TO EMPLOYER: Please fill this card out, tear off, and mail to the Wawasee Area Placement Service or call 219-457-3147

APPLICANT _____

HIRED _____ PAY RATE _____ NOT HIRED _____

COMMENTS: _____

_____

Thank You for your time and consideration.

PLEASE SIGN AND MAIL: _____

_____

_____

WAWASEE AREA VOCATIONAL COOP.

P.O. BOX 276

SYRACUSE, INDIANA 46567

ATTN: PLACEMENT OFFICE

d.

JOB OPENING NOTICE

Wawasee Area Vocational Cooperative

_____

_____

_____

_____

SKILLED FULL-TIME

UNSKILLED PART-TIME

For Additional Information Contact:

_____

_____

WAWASEE AREA VOCATIONAL COOPERATIVE

BUSINESS AND INDUSTRY FILE CARD

___ Fairfield
___ Wawasee
___ West Noble

Firm | Address | Phone

Contact Person | Title | Phone

EMPLOYER'S JOB TITLE: | TYPE OF WORK: | TRAINING REQUIREMENTS: | PAY RATE:

REFERRAL AND PLACEMENT RECORD

Date Referred	Applicants Referred	Phone	Comments–Results

Follow Up With Employer

Method	Date	Comments

f

WAWASEE AREA VOCATIONAL COOPERATIVE
STUDENT PLACEMENT INFORMATION

___ Fairfield
___ Wawasee
___ West Noble

Name: SEX: M F

Last First Middle Birth

ADDRESS:

Street City State Zip Phone

PARENT'S ADDRESS IF DIFFERENT:

Street City State Zip Phone

VOCATIONAL COURSE TAKEN: WORK PREFERRED:

VOC. INSTRUCTOR: GRADUATION DATE:

PREVIOUS WORK EXPERIENCE:

LIST THREE REFERENCES

	NAME	ADDRESS	PHONE
1.			
2.			
3.			

REFFAL AND PLACEMENT RECORD

Referred Date	Firm Or Company	Results-Title-Comments	Pay Rate

THE TEN COMMANDMENTS OF JOB HUNTING

I. Thou shalt not be a know-it-all . . . nor a slouch.

II. Thou shalt be clear of body and appropriate in dress.

III. Thou shalt have no other pals along.

IV. Thou shalt not bad-mouth persons or places past.

V. Thou shalt not smoke or chew gum.

VI. Thou shalt speak and act as if thou hadst learned good manners at home (do this in remembrance of Mom).

VII. Thou shalt not be greedy (perhaps thou art not worth $3.50 an hour!)

VIII. Thou shalt be willing to start at the bottom and be eager to work thy way up.

IX. Thou shalt wear shined shoes.

X. Above all, thou shalt be courteous, realizing full well that an employer too, is human: like thee, he needs to feel accepted.

WAWASEE AREA VOCATIONAL COOPERATIVE
Box 276, Syracuse, Indiana 46567
Phone: 219-457-3147
SERVING
Fairfield, Wawasee, and West Noble High Schools

WAWASEE AREA VOCATIONAL COOPERATIVE

EMPLOYER SURVEY

R.

DATE _____ 19___

COMPANY NAME _____ NO. EMPLOYED _____

ADDRESS _____ CITY _____ ZIP _____

CONTACT PERSON(S) _____ TITLE _____

TELEPHONE _____ BUSINESS HOURS _____

TYPE OF BUSINESS _____

1. KINDS OF JOBS IN THIS COMPANY	SKILLS REQUIRED	FULL/PART TIME
(M) (F) _____	_____	(FT) _____ (PT) _____
(M) (F) _____	_____	(FT) _____ (PT) _____
(M) (F) _____	_____	(FT) _____ (PT) _____
(M) (F) _____	_____	(FT) _____ (PT) _____
(M) (F) _____	_____	(FT) _____ (PT) _____
(M) (F) _____	_____	(FT) _____ (PT) _____

2. AGE REQUIREMENTS under 16 _____ 16-18 _____ over 18 _____

3. WORK HOURS _____ DAYS PER WEEK _____

4. WAGE RANGE _____ HOURLY _____ SALARIED _____ OVERTIME _____

5. OPPORTUNITY FOR ADVANCEMENT YES ( ) NO ( )

6. COMPANY BENEFITS

Insurance - Life _____
Health _____
Accident _____
Paid Vacation _____
Overtime Pay _____
Parking _____
Sick Leave _____
Paid Holidays _____
Other _____
_____

7. WOULD THIS COMPANY HIRE

	FT	PT	TEMP.
High School Students			
High School Dropouts			
H. S. Co-op Students			
Handicapped Students			
Mentally			
Physically			
Behaviorally			
Students under 16			
H. S. Graduates			

8. WOULD THIS COMPANY PROVIDE

Resource People	YES ( )	NO ( )	Write Paragraph _____
Field Trips	YES ( )	NO ( )	Instructional Mat'l _____
Job Exploration Experiences	YES ( )	NO ( )	
Co-op Training Stations	YES ( )	NO ( )	
Material - 2 Sets	YES ( )	NO ( )	

9. COMMENTS _____

FORM C

EMPLOYMENT NEED SURVEY

SCHOOL _____

I.D. NUMBER _____

1. Name _____ S.S. NUMBER _____

2. Permanent Address _____

_____

3. Permanent Phone Number _____

4. Parent or Guardian _____

5. Parent or Guardian's Address _____

_____

6. Parent or Guardian's Phone Number _____

List the name, address and phone number of someone (other than your parent or guardian) who will always know your address:

Name _____

Address _____

_____

Phone _____

7. Present Status

_____ Currently have a part-time job. Where _____

_____ Currently have a full-time job. Where _____

_____ Not seeking employment now or in the summer.

8. What are your plans for the future? (Mark all that apply)

_____ 2-year College full-time, part-time (Circle) Where _____

_____ 4-year College full-time, part-time (Circle) Where _____

_____ Military Service

_____ Actively seeking employment. Job Preference. _____

_____

_____ Cannot go to college unless I have a summer job.

_____ Other, please describe. _____

_____

9. I have the following experiences that might help me qualify for a job: _____

_____

_____.

10. If you are accepting a offer or seeking employment, which of the following is most important to you?

_____	Salary	_____	Opportunity for Promotion
_____	Working Conditions	_____	Location of Job
_____	Job Security	_____	Job Related to my Training
_____	Personal Interest in Job	_____	Other, explain below

11. High School Major: ____ College Prep, _____ Vocational, ____ General

12. Vocational Students - Are you generally satisfied with the vocational training you received? _____ Yes ____ No Program _____

Comments: _____

_____

_____

13. Please mark the amount of help you got from the total school guidance services in the following areas:

	Much	Some	None	Did Not Seek Help	Not Offered
Career Planning	___	___	___	_____	_____
Seeking Employment	___	___	___	_____	_____
Planning Future Education	___	___	___	_____	_____
Military Service Information	___	___	___	_____	_____
Personal Counseling	___	___	___	_____	_____
Recognizing your Abilities & Interest	___	___	___	_____	_____
Deciding Courses to Take	___	___	___	_____	_____

14. Are you generally satisfied with the help you got from the guidance services?

_____ Yes _____ No

WAWASEE AREA VOCATIONAL COOPERATIVE . . . . . Fairfield, Wawasee, West Noble. . . . . FOLLOW UP STUDY. . . . .

1. SEX
   - ☐ Male
   - ☐ Female

2. AGE
   - ☐ Under 19
   - ☐ 19 - 20
   - ☐ 21 - 22
   - ☐ 23 - 24
   - ☐ 25 - 35
   - ☐ Over 35

3. RACE
   - ☐ Caucasian
   - ☐ Oriental
   - ☐ Indian
   - ☐ Negro
   - ☐ Spanish-American

4. HIGH SCHOOL GRADE AVERAGE
   - ☐ A
   - ☐ B
   - ☐ C
   - ☐ D

5. DID YOU GRADUATE FROM HIGH SCHOOL?
   ☐ Yes ☐ No

6. MONTH AND YEAR YOU LAST ATTENDED HIGH SCHOOL?

   Month _____ Year _____

7. NAME AND LOCATION OF LAST HIGH SCHOOL ATTENDED?

   School: _____

   Location: _____
   City State

8. DID YOU COMPLETE A VOCATIONAL PROGRAM WHILE IN SCHOOL?
   ☐ Yes ☐ No

9. MARK YOUR MAJOR AREA OF STUDY IN HIGH SCHOOL:
   - ☐ Agriculture/Agribusiness
   - ☐ Distributive Education
   - ☐ Business Office Education
   - ☐ Health Occupations
   - ☐ Home Economics/Food Service/Sewing
   - ☐ Trade & Industry

   Specify:
   - ☐ College Prep Requirements Only
   - ☐ General Graduation Requirements
   - ☐ Other, describe:

10. IF YOU HAVE MOVED FROM THE COMMUNITY WHERE YOU LIVED WHILE IN HIGH SCHOOL, HOW LONG AFTER YOU LEFT SCHOOL DID YOU MOVE?
    - ☐ Have not moved. (Blacken square and skip to question 13)
    - ☐ Within one month
    - ☐ Two to six months
    - ☐ Seven to twelve months
    - ☐ More than twelve months

28

11. HOW FAR DID YOU MOVE?
    - ☐ Did not move out of county
    - ☐ Moved out of county, in state
    - ☐ Moved out of state

12. WHY DID YOU MOVE?
    - ☐ To seek a job
    - ☐ To take a job
    - ☐ Parents moved
    - ☐ Got married
    - ☐ Transferred by employer
    - ☐ Military service
    - ☐ To attend school
    - ☐ Wanted a change
    - ☐ Other, specify _____

13. SINCE YOU LEFT SCHOOL DID YOU SEEK FULL TIME EMPLOYMENT?
    - ☐ Yes ☐ No, Mark reason below
    - ☐ Had full time job
    - ☐ Expected to continue education
    - ☐ Housewife or about to be married
    - ☐ Physical or other handicap
    - ☐ Not interested in getting a job
    - ☐ Expected to enter Military service
    - ☐ Only wanted to work part time (less than 30 hours per week)
    - ☐ Other, describe _____

14. HAVE YOU HAD A FULL TIME JOB SINCE LEAVING HIGH SCHOOL? (over 30 hrs. week)
    ☐ Yes ☐ No

    IF NO, SKIP TO QUESTION 2 . . . . .

15. HOW DID YOU GET YOUR FIRST FULL TIME JOB AFTER LEAVING HIGH SCHOOL?
    - ☐ On my own without anyone's help
    - ☐ A private employment agency
    - ☐ The state employment agency
    - ☐ Through parents or other relatives
    - ☐ Through a friend
    - ☐ School faculty/teacher
    - ☐ School counselor
    - ☐ School placement service
    - ☐ Other, describe _____

16. IN TAKING YOUR FIRST FULL TIME JOB WHICH OF THE FOLLOWING WAS MOST IMPORTANT TO YOU?
    - ☐ Salary
    - ☐ Working conditions
    - ☐ Job security
    - ☐ Opportunity for promotion
    - ☐ Location
    - ☐ Related to training I had
    - ☐ Personal interest
    - ☐ Other, explain below

17. WHAT WERE YOUR STARTING GROSS EARNINGS (before deductions) ON YOUR FIRST FULL TIME JOB?

Hourly Rate	Weekly Salary
☐ Below $3.00 Hr	☐ Below $50 week
☐ $3.00 - $4.00 Hr	☐ $51 - $75 week
☐ $4.00 - $5.00 Hr	☐ $76 - $100 week
☐ $5.00 - $6.00 Hr	☐ $101 - $125 week
☐ Over $6.00 Hr	☐ Over $125 week

18. WAS YOUR FIRST FULL-TIME JOB IN THE TRADE OR FIELD FOR WHICH YOU WERE TRAINED?
    ☐ Yes ☐ No

    If Yes: Indicate how well your high school vocational course prepared you for your first full-time job.
    - ☐ Exceptionally well prepared; training coverd all essentials required by first job.
    - ☐ Well prepared on the whole, but there were important gaps in training.
    - ☐ Poorly prepared, much as I needed to know was not coverd in the high school vocational course.

    If No: Mark reason below
    - ☐ No job available in area of training.
    - ☐ Learned new job by continuing school.
    - ☐ Learned new job in militaryservice.
    - ☐ Decided I liked other work better.
    - ☐ Not accepted as apprentice in trade.
    - ☐ Other, specify _____

19. ON THE FOLLOWING SCALE INDICATE HOW YOU FELT ABOUT YOUR FIRST JOB.
    - ☐ Highly liked
    - ☐ Moderately liked
    - ☐ Indifferent
    - ☐ Moderately disliked
    - ☐ Highly disliked

20. PRINT THE JOB TITLE OF YOUR FIRST FULL-TIME JOB

    _____

    PRINT THE NAME AND BUSINESS ADDRESS OF YOUR FIRST FULL-TIME EMPLOYER

    _____

21. WHAT IS YOUR CURRENT EMPLOYMENT STATUS?
    - ☐ Employed full time (over 30 hrs. wk.)
    - ☐ Not employed but seeking work.
    - ☐ Not employed and not seeking work.
    - ☐ Employed part time (under 30 hrs. wk.)
    - ☐ In military service.
    - ☐ In school.

    IF YOU ARE NOT CURRENTLY EMPLOYED SKIP TO QUESTION 28.

22. WHAT ARE YOUR PRESENT GROSS EARNINGS?

Hourly rate	Weekly rate
☐ Below $3.00 Hr	☐ Below $50 Week
☐ $3.00 - $4.00 Hr	☐ $51 - $75 week
☐ $4.00 - $5.00 Hr	☐ $76 - 100 week
☐ $5.00 - $6.00 Hr	☐ $101 - $125 week
☐ Over $6.00 Hr	☐ Over $125 week

23. ON THE FOLLOWING SCALE, INDICATE YOUR FEELINGS ABOUT YOUR PRESENT JOB
    - ☐ Highly like
    - ☐ Moderately like
    - ☐ Indifferent
    - ☐ Moderately disliked
    - ☐ Highly disliked

29

PLEASE ANSWER QUESTIONS ON OTHER SIDE

24. IS YOUR PRESENT JOB IN THE TRADE OR FIELD FOR WHICH YOU WERE TRAINED IN HIGH SCHOOL?

☐ Yes ☐ No

If Yes: Indicate how well your high school vocational course prepared you for your present job.

☐ Exceptionally well prepared. Training coverd all essentials required by present job.

☐ Well prepared on the whole, but there were important gaps in training.

☐ Poorly prepared. Much that I needed to know was not covered in the vocational course.

If No: Mark reason below

☐ No job available in area of training

☐ Learned new job in military service

☐ Learned new job by continuing school

☐ Decided I liked other work better

☐ Not accepted as apprentice in trade

☐ Other, specify _____

25. PRINT THE JOB TITLE OF YOUR PRESENT JOB

PRINT THE NAME AND BUSINESS ADDRESS OF YOUR PRESENT EMPLOYER

26. HOW MANY FULL TIME JOBS (30 or more hours per week) HAVE YOU HELD SINCE LEAVING HIGH SCHOOL?

☐ One
☐ Two
☐ Three
☐ Four or more

27. DO YOU HAVE ANY PHYSICAL HANDICAPS THAT KEEP YOU FROM TAKING CERTAIN JOBS IN THE VOCATIONAL FIELD IN WHICH YOU ARE TRAINED?

☐ Yes ☐ No

28. ARE YOU NOW ATTENDING SCHOOL?

☐ Yes ☐ No

IF NOT ATTENDING SCHOOL, SKIP TO QUESTION 33.....

29. IF YOU ARE NOW ATTENDING SCHOOL PLEASE INDICATE TYPE OF SCHOOL

☐ Evening School
☐ Trade School/Business College
☐ Apprenticeship Program
☐ Junior College
☐ Four Year College/University
☐ Other type schooling, specify

30. IS THE SCHOOL THAT YOU ATTEND LOCATED IN THE STATE OF INDIANA?

☐ Yes ☐ No

31. THE NAME AND THE LOCATION OF THE SCHOOL IS

School Name

School Location

City State

32. WHAT WAS YOUR MAJOR REASON FOR SELECTION OF THIS SCHOOL?
(Please check the most important reason, then check the second most important reason.)

	1st	2nd
Location near home	☐	☐
Friends or classmates planned to attend	☐	☐
Cost	☐	☐
Size of School	☐	☐
Offers what I want to study	☐	☐
Counselor or Teacher suggestion	☐	☐
Preference of parent or relative	☐	☐
Reputation or popularity of school	☐	☐
Other Reason (please write in)	☐	☐

33. MARK THE DEGREE OF HELP YOU FEEL YOU GOT FROM YOUR HIGH SCHOOL GUIDANCE SERVICES.

	MUCH	SOME	NONE	DID NOT SEEK HELP	NOT OFFERED BY SCHOOL
Planning	☐	☐	☐	☐	☐
Seeking Employment	☐	☐	☐	☐	☐
Planning for Future Education	☐	☐	☐	☐	☐
Military Service Information	☐	☐	☐	☐	☐
Personal Counseling	☐	☐	☐	☐	☐
Recognizing Abilities/Interests	☐	☐	☐	☐	☐
Deciding What Courses to Take	☐	☐	☐	☐	☐

34. BELOW ARE WAYS STUDENTS ARE INFLUENCED TO SELECT A VOCATIONAL PROGRAM. MARK THOSE THAT MOST INFLUENCED YOU TO THE PROGRAM YOU TOOK IN SCHOOL.
(You may mark more than one if desired)

☐ Books, magazines, pamphlets
☐ Area or Vocational School Counselor
☐ Relatives
☐ Neighbors or friends (adult)
☐ Friend your own age
☐ Job opportunities
☐ Part-time job
☐ School Faculty/Teacher
☐ Counselor
☐ Graduate of the program
☐ Other. Explain _____

35. ARE YOU GENERALLY SATISFIED WITH THE HELP YOU GOT FROM THE GUIDANCE SERVICES AT YOUR SCHOOL?

☐ Yes ☐ No

36. ARE YOU GENERALLY SATISFIED WITH THE VOCATIONAL TRAINING YOU RECEIVED IN HIGH SCHOOL?

☐ Yes ☐ No

37. WOULD YOU RECOMMEND THIS VOCATIONAL PROGRAM TO OTHERS?

☐ Yes ☐ No

38. LOOKING BACK AT MY HIGH SCHOOL DAYS, I WOULD PERSONALLY EVALUATE THE QUALITY OF THE EDUCATIONAL OPPORTUNITY PROVIDED FOR ME AS:

☐ Excellent
☐ Above Average
☐ Average
☐ Below Average
☐ Poor

39. IN MY OPINION, THE FOLLOWING SUGGESTION OR CHANGE COULD HELP THOSE WHO ARE STILL IN SCHOOL

40. WOULD YOU BE INTERESTED IN HAVING YOUR NAME PLACED ON A MAILING LIST TO RECIVE INFORMATION ABOUT JOB OPENINGS AND OTHER CURRENT EMPLOYMENT, EDUCATION NEWS DURING THE NEXT TWO YEARS?

☐ Yes ☐ No

If Yes: Fill out the enclosed card and return it along with this survey form.

THANK YOU FOR HELPING US TO LOOK FOR BETTER WAYS TO PROVIDE EDUCATIONAL OPPORTUNITY FOR STUDENTS IN THE LAKELAND COMMUNITY SCHOOL CORPORATION

YOUR ANSWERS ARE CONFIDENTIAL – YOUR NAME WILL NOT BE USED IN THE RELEASE OR INFORMATION GAINED IN THIS STUDY

Eunice Kambs
Counselor
Wawasee High School
Lakeland Community School Corp.
Box 276 Syracuse, Indiana 46567

EMPLOYABILITY SKILLS MINI-COURSE

STUDENT'S MANUEL

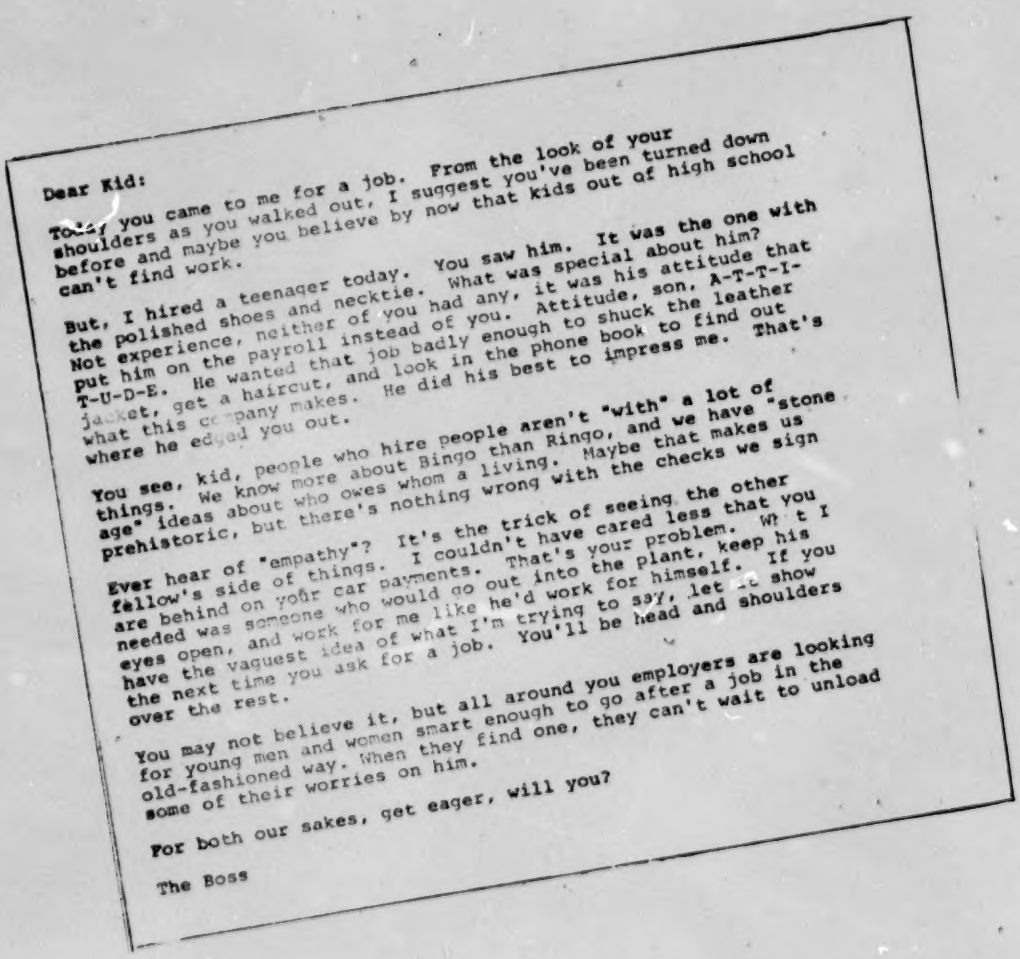
Wawasee Area Vocational Co-Operative

David McGrew, Vocational Director

Developed Pursuant To A Contract With The

Indiana State Board Of Vocational & Technical Education

E M P L O Y M E N T R E A D I N E S S



Dear Kid:

Today you came to me for a job. From the look of your shoulders as you walked out, I suggest you've been turned down before and maybe you believe by now that kids out of high school can't find work.

But, I hired a teenager today. You saw him. It was the one with the polished shoes and necktie. What was special about him? Not experience, neither of you had any, it was his attitude that put him on the payroll instead of you. Attitude, son, A-T-T-I-T-U-D-E. He wanted that job badly enough to shuck the leather jacket, get a haircut, and look in the phone book to find out what this company makes. He did his best to impress me. That's where he edged you out.

You see, kid, people who hire people aren't "with" a lot of things. We know more about Bingo than Ringo, and we have "stone age" ideas about who owes whom a living. Maybe that makes us prehistoric, but there's nothing wrong with the checks we sign

Ever hear of "empathy"? It's the trick of seeing the other fellow's side of things. I couldn't have cared less that you are behind on your car payments. That's your problem. What I needed was someone who would go out into the plant, keep his eyes open, and work for me like he'd work for himself. If you have the vaguest idea of what I'm trying to say, let it show the next time you ask for a job. You'll be head and shoulders over the rest.

You may not believe it, but all around you employers are looking for young men and women smart enough to go after a job in the old-fashioned way. When they find one, they can't wait to unload some of their worries on him.

For both our sakes, get eager, will you?

The Boss

The following test is for your personal benefit. You cannot pass or fail this test, but you can get an idea of how ready you are to begin working by answering the questions honestly, completely, and accurately.

PREEMPLOYMENT TEST

INSTRUCTIONS: Please answer the following questions to the best of your ability. First read the statement. If you agree with it, place a check mark (✓) in the brackets under the column marked "Yes". If you disagree, check "No". If you do not have an opinion or do not know which answer is correct, place a check mark in the brackets under the column marked "DK".

When looking for a job, you should:	Yes	No	DK
1. Talk to friends and neighbors to get ideas.	( )	( )	( )
2. Tell everyone you know you are looking for work.	( )	( )	( )
3. Just check the want ads and nothing else.	( )	( )	( )
4. Work full-time looking (40 hours a week).	( )	( )	( )
5. Decide where you want to work, turn in your application at that place only, and go home to wait for a call.	( )	( )	( )
When filling out an application, you should:			
6. Print carefully and answer all questions fully.	( )	( )	( )
7. Leave the address of the references off. The employer can look them up when he is ready to call them or write to them.	( )	( )	( )
8. Not mention any handicaps or the employer won't hire you.	( )	( )	( )
9. Not write down the salary you expect even if there is a blank for it. The employer may pay you less than he would have or you may be asking too much.	( )	( )	( )

		Yes	No	DK
10.	Write in only those former jobs that you liked best.	( )	( )	( )

In getting ready for a job interview, you should:

11.	Wear clothing which is clean and neat but which is suited for the sort of work you will be doing.	( )	( )	( )
12.	Have you worn appropriate school clothes while attending high school?	( )	( )	( )
13.	Find out what the company does before you go.	( )	( )	( )
14.	Take a bath.	( )	( )	( )
15.	Apply lots of makeup and cologne.	( )	( )	( )
16.	Call the employer and confirm the appointment.	( )	( )	( )
17.	Call the employer and ask about the salary.	( )	( )	( )
18.	Ask the employer's secretary about the job.	( )	( )	( )
19.	Try to find someone who has some pull with the employer.	( )	( )	( )

When going for the interview, you should:

20.	Bring your mother, husband or wife to help you.	( )	( )	( )
21.	Discuss the job with the counselor and try to decide the best approach.	( )	( )	( )
22.	Plan to arrive at least 30 minutes early.	( )	( )	( )
23.	Plan to arrive a little early.	( )	( )	( )
24.	Plan to arrive a little late.	( )	( )	( )

If you cannot keep your appointment, you should:

25.	Not bother the employer by calling him.	( )	( )	( )

		Yes	No	DK
26.	Call and ask for another appointment.	( )	( )	( )
27.	Bring a note from someone else to show the employer why you didn't come.	( )	( )	( )
	During the interview, you should:			
28.	Tell the employer that your last employer was very unfair and took advantage of your position.	( )	( )	( )
29.	Volunteer only that information that the employer asks for, giving as few details as possible.	( )	( )	( )
30.	Tell him what you know about his company and its products and why you want to work for him.	( )	( )	( )
31.	Tell the employer about any disabilities you have, including all of the serious financial and family problems that have resulted from it.	( )	( )	( )
32.	Relax. Be yourself. Don't overdo the manners.	( )	( )	( )
	At the close of the interview, you should:			
33.	Thank him for his time, no matter what the outcome.	( )	( )	( )
34.	Make sure you have all the details straight if you are hired.	( )	( )	( )
35.	Press the employer for a decision.	( )	( )	( )
36.	Ask when you might expect to hear from him.	( )	( )	( )
37.	Feel bad if you didn't get the job.	( )	( )	( )
38.	Be angry if you didn't get the job.	( )	( )	( )
39.	Plan to call the employer in a short time if no decision was made in the interview.	( )	( )	( )

When on the job, you should:		Yes	No	DK
40.	Ask your fellow employees to help you if you don't understand something.	( )	( )	( )
41.	Be willing to do what ever is necessary to stay in good health so as not to be absent frequently.	( )	( )	( )
42.	Ask your supervisor to help you if you don't understand something.	( )	( )	( )
43.	Be especially nice to your supervisor.	( )	( )	( )
44.	Do any task asked of you, even though you were hired to do something else.	( )	( )	( )
45.	Not concern yourself with fellow workers and their feelings.	( )	( )	( )
46.	Be willing to stick to a difficult task, until it is completed.	( )	( )	( )
47.	Cover up for other employees' mistakes.	( )	( )	( )
48.	Do your work on the job in a neat and orderly manner.	( )	( )	( )
49.	Work only as hard as you are being paid.	( )	( )	( )
50.	Not help a co-worker when you finish your own work.	( )	( )	( )
51.	Do only what you like to do. Don't let the supervisor tell you any different.	( )	( )	( )
<u>If you make a mistake and are criticized for it, you should:</u>				
52.	Quit your job.	( )	( )	( )
53.	Call your counselor.	( )	( )	( )
54.	Tell the boss.	( )	( )	( )
55.	Be determined not to make the same mistake again.	( )	( )	( )
56.	Feel stupid.	( )	( )	( )

P R E E M P L O Y M E N T C H E C K L I S T

SOCIAL SECURITY CARD
WORK PERMIT
IDENTIFICATION
REFERENCES
HIGH SCHOOL DIPLOMA
HIGH SCHOOL TRANSCRIPT
CERTIFICATES AND AWARDS

PERSONAL DATA SHEET

PERSONAL DATA SHEET

PERSONAL INFORMATION

NAME: James Wilson
ADDRESS: 100 Mack Avenue
Hometown, IN 46601
TELEPHONE: 555-2323
AGE: 18 years
HEALTH: Excellent

School	Major	Date Completed	Degree
High School	Business Education	June, 1974	High School Diploma
Skill Center	Auto Mechanics	June, 1975	Certificate
Voc.-Tech. College	Business Admin.	June, 1976	Associate Degree

SCHOOL ACTIVITIES

Ski Club, Varsity Basketball, President - Senior Class

INTERESTS & HOBBIES

Skiing, Cars, Sports, Reading

WORK EXPERIENCE

Employer	Position	From	To	Duties
ABC Company	Salesperson	6/9/74	9/9/74	Sales
XYZ Company	Trainee	5/9/75	6/9/75	Observe (Non-paid)

REFERENCES

1. Mr. James Brown, Principal, Indiana High School, Hometown, IN.
2. Mrs. June Black, Supervisor, XYZ Company , Hometown, IN.
3. Mr. John Green, Supervisor, ABC Company, Hometown, IN.

A PERSONAL DATA SHEET GIVES AN EMPLOYER FACTS ABOUT YOU THAT HELPS HIM DECIDE ABOUT HIRING YOU.

PREEMPLOYMENT CHECK LIST

Be prepared! Don't start to look for a job until you have everything together. This check list is a list of things you should have with you when applying for a job. You should collect all these and put them in a folder, which will be your employment folder.

SOCIAL SECURITY CARD - You must have a social security number before you can start to work.

WORK PERMIT - If you are under 18 years of age you must have a work permit. Work permits are applied for after you have an offer of employment.

IDENTIFICATION - Either a driver's license or a birth certificate is required by most employers.

REFERENCES - You should have at least three personal references - people who can testify to your character and ability.

HIGH SCHOOL TRANSCRIPT - Helpful in completing applications and showing specific classes and grades.

HIGH SCHOOL DIPLOMA - Often requested by employers as proof of graduation.

CERTIFICATES & AWARDS - Any form of recognition which can be shown to employers to prove accomplishment.

RESUME/PERSONAL DATA SHEET - To assist you in completing applications and to be left with employers to remind them of your qualifications.

The next exercise is designed to help you make a usable Personal Data Sheet of your own.

CONSTRUCTING A PERSONAL DATA SHEET

DIRECTIONS:

By using the blank Personal Data Sheet form and completing these six steps, you will have made an actual Personal Data Sheet that may be typed and will look like the sample on page 12 of this book.

PERSONAL INFORMATION: Facts about you

On your Personal Data Sheet fill in the information that tells about you in Section 1.

REMEMBER: All the information you put on the Personal Data Sheet should be accurate, and your final copy must be neat.

EDUCATION: School Courses You Have Taken

1 - List the schools you attended on the Personal Data Sheet in Section 2.

2 - List your main area of study or your major.

3 - List the Diploma or Certificate of Achievement.

REMEMBER: Your information should look like this for each school.

School	Major	Date Completed	Degree
High School	Business Education	June, 1974	High School
Skill Center	Auto Mechanics	June, 1975	Certificate
Comm. College	Business Admin.	June, 1976	Assoc. Degree

SCHOOL ACTIVITIES: Clubs, Sports, Groups you were in, Offices held, Special Honors and Awards

List your school activities on your Personal Data Sheet in Section 3.

REMEMBER: School activities show an employer that you are the kind of person who puts out extra effort.

INTERESTS AND HOBBIES: Special Things You Like To Do

On your Personal Data Sheet list your interest and hobbies such as: music, sports, crafts, cars, reading, acting, dancing, bikes, sailing, etc. in Section 4.

REMEMBER: Your interests tell a lot about you and the kind of person you are. If you have the same interests as the employer, it may give you an edge.

WHERE THE JOBS ARE

"Looking for a job is a lot like fishing -- you have to fish in the right places and keep your line in the water. The same applies to looking for a job -- you have to look in the right places and get as many interviews as you can."

WHERE TO LOOK FOR A JOB

DIRECTIONS: The following are examples of where job leads can be found. While you are going through these examples, you should record your information on the next page.

1 The want ads in the newspaper are a good source of job leads. There are different size newspapers covering the same area many times. In Section 1 of the job listing sources page, write the names of the newspapers in your area. Also provided is a listing of common want ad abbreviations.

2 The Yellow Pages of the telephone book may also offer job leads, but in a different way. The Yellow Pages ads will give you an idea of the different kinds of companies in your area. In Section 1 of the job listing sources page write the names, addresses and telephone numbers of the companies that might have ty type of position you are looking for.

3 Public employment agencies are set up to help people find jobs. In Indiana the Indiana Employment Security Commission (IESC) is more than the unemployment office. The IESC can help you find a job. Record the IESC and its telephone number in Section 3.

4 Friends and relatives are another good source of job leads. Think about the people you know, what they do, and where they work. Record the names of the people who work for an employer having a position like the one you are looking for in Section 4.

5 Your school may have a school placement office. You should find out where it is, who is in charge and record this in Section 5. The placement director, counselor, teacher, and co-op coordinator are all people who may be able to help you find a job.

6 Most larger companies have employment offices. If there are large companies in your area that have positions like what you are looking for, you should visit these to see if they have any jobs posted. But first, write the names, addresses and telephone numbers of these companies in Section 6.

7 Private employment agencies are sources of employment. There is a charge for their services. Many employers use private agencies to screen applicants if they do not have a personnel department. Look in the Yellow Pages of the telephone book. Make a list of the private employment agencies near you.

JOB LISTING SOURCES

NEWSPAPERS

1

1. 4.
2. 5.
3. 6.

YELLOW PAGES

2

Company | Address | Telephone Number

PUBLIC EMPLOYMENT AGENCY

3

Name: Phone:
Address:

FRIENDS & RELATIVES

4

Name | Work Location | Job Duties

1.
2.
3.

SCHOOL PLACEMENT OFFICE

5

Contact Person:

EMPLOYMENT OFFICES

6

Company Name | Address | Phone | Direction

PRIVATE EMPLOYMENT AGENCIES

7

Name | Location | Telephone Number

1.
2.
3.

EMPLOYMENT LETTERS

****

1000 First Avenue
Hometown, Indiana 46601
March 17, 1977

Mr. John Smith
ABC Company
400 Fifth Avenue
Hometown, Indiana 46601

Dear Mr. Smith:

I am interested in applying for the secretarial position that [illegible] in your company.

I recently graduated from Indiana High School where my major field of study was Business Education. This program included courses in general business and office practice and procedures. I can type 65 words per minute and take dictation at 120 words per minute. I believe my skills are good and plan to take courses at the Community College to further improve and expand them.

I would appreciate an opportunity to interview for this position at your convenience. My phone number is 342-4030. Thank you for your consideration.

Sincerely yours,

Denise Wilson

****

"Employment letters are also called letters of application and letters of inquiry. In many cases, these letters are your first contact with an employer. These letters will leave a lasting impression with the employer and are important. The main purpose of these letters is to establish contact with an employer that will lead to an interview and eventually employment."

DIRECTIONS:
By following the six steps outlined below, you will be able to write an employment letter. Use the sample form employment letter. Use the sample form provided to construct your letter and the sample on the first page as a guide.

Make sure the reader has the information needed to contact you by mail or phone.

On your employment letter form, put your address in Section 1 and your telephone number in the last paragraph. Also, put the date under your address.

Address the letter to a specific person or position.

On your employment letter form, put the name and address of the person you are writing to in Section 2 and just the name or position (Personnel Director) in the "Dear _____:" part.

Clearly state the purpose of the letter in the first paragraph.

In your employment letter form, state the purpose of your letter in the first paragraph. You may use the sample on the first page as a guide.

Include a brief description of your background and present situation.

On your employment letter form, put your background information in the paragraph in Section 4. You may use the sample on the first page as a guide.

Request an interview and thank the reader.

On your employment letter form, request an interview and thank the reader in the last paragraph, Section 5. Also, include your telephone number in this section.

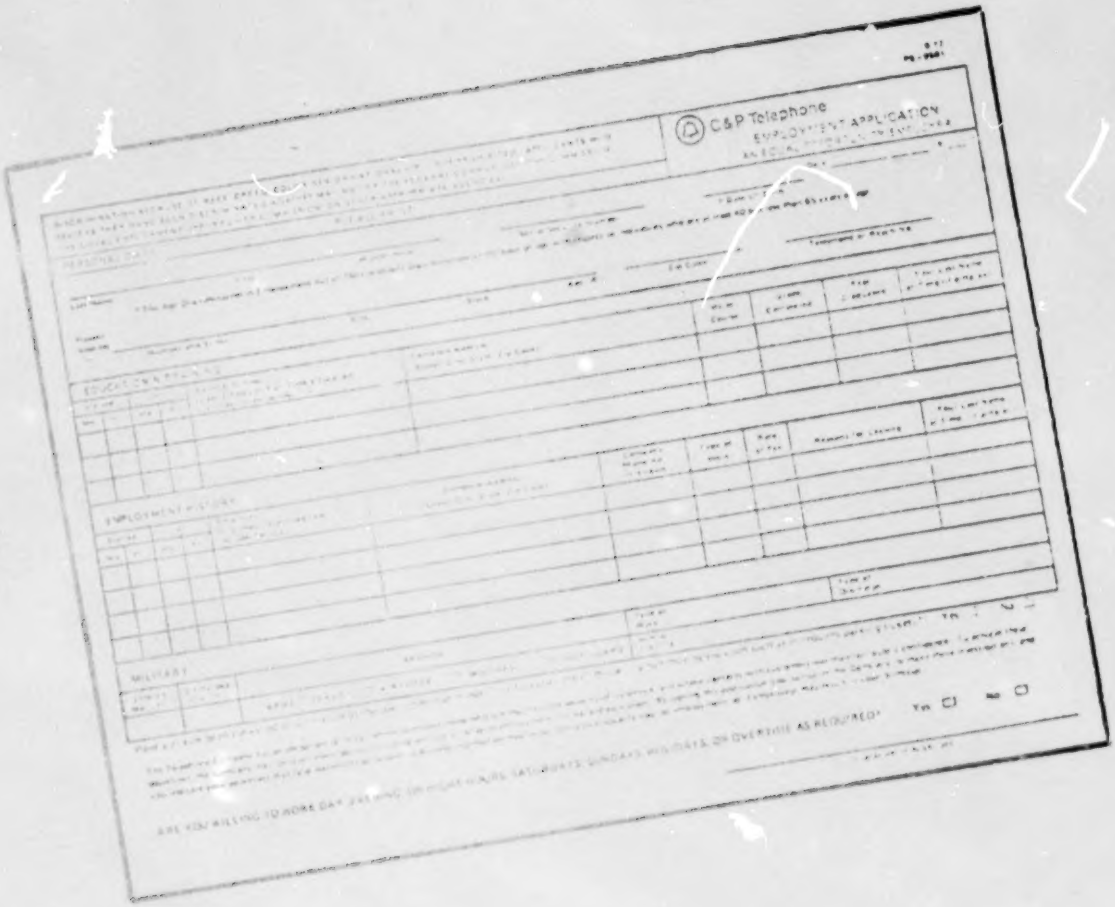
Make sure your name is on the bottom of the letter.

Sign the letter in Section 6. Under this, your name should be typed.

---

*NOTE: When you send an employment letter it should be typed!

THE APPLICATION


C&P Telephone

EMPLOYMENT APPLICATION

FILLING OUT AN EMPLOYMENT APPLICATION

Since most employers will ask you to fill out an application form, following these suggestions will help sell you to the employer:

1. Read over the whole application before you begin filling it out.

2. Fill out the application form in ink or use a typewriter.

3. Answer every question that applies to you. (If a question does not apply, you may write "NA", meaning not applicable, or draw a line through the space to show that you did not overlook the question.)

4. Spell correctly. If you aren't sure about how to spell a word, try to use another word with the same meaning.

5. A question on job preference or "job for which you are applying" should be answered with a specific job title or type of work. Don't write "anything." Employers expect you to state clearly what kind of work you can do.

6. Be as neat as possible. The employer expects that your application will be an example of your best work.

DIRECTIONS: A sample application form appears on one of the following pages. You should fill out this application to gain experience. The following steps are some hints on how to fill out the application the right way. Filling out a job application is an important step in getting a job, so do it carefully.

HINTS FOR SECTION 1

1. Give your complete address, including your zip code.

2. The question on marital status simply means whether you are single, married, separated, divorced, or widowed.

3. The question on place of birth means the city and state in which you were born, not the name of the hospital.

HINTS FOR SECTION 2

1. Try to have in mind all of the schools you have attended and the dates of your attendance. If there are several

It is a good idea to write them down before you apply for a job.

HINTS FOR SECTION 3

1. You can get some of this information from your Personal Data Sheet. However, your Personal Data Sheet may not include all your activities. When you fill out this part, be sure to include as much information as you can.

HINTS FOR SECTION 4

1. You should be able to get this information from your Personal Data Sheet. If you had any jobs you didn't think important enough to put on your Personal Data Sheet, include those on your application. Even being a paper boy or babysitter tells an employer a lot about you.

HINTS FOR SECTION 5

1. Be prepared to list several good references. It is much better to ask permission of those you plan to list. Those considered good references include (a) the pastor of your church, (b) a former employer, (c) a teacher who knows you well, (d) friends who are established in business.

HINTS FOR SECTION 6

1. When you write or sign your name on the application, use your correct name, not a nickname. Your first name, middle initial, and last name are usually preferred.

an equal opportunity employer

APPLICATION FOR EMPLOYMENT

(Please Print)

COMPANY USE ONLY

DATE APPOINTED (Month Day Year)	REAPPOINTMENT	DIVISION	SALARY
	☐ With continuous service ☐ Without continuous service		

☐ HO ☐ HO Fld. ☐ Comp. ☐ Service — ☐ Reg. ☐ Temp. — ☐ Day ☐ Night — _____ Hours Per Week

TITLE OR DESIGNATION | JOB NO. | JOB LEVEL | VACANCY | TITLE | HOURS PER DAY

DO NOT WRITE ABOVE THIS LINE

NAME (First) (Middle) (Last)	DO YOU ☐ Live with parents ☐ Live with other relatives ☐ Board ☐ Own your home ☐ Rent	DATE (Month)
RESIDENCE ADDRESS (Street) (City or Town) (State) (Zip Code)		DATE OF RESIDENCE FROM MO. YR. TO MO. YR.
PREVIOUS RESIDENCE (Street) (City or Town) (State) (Zip Code)		
PREVIOUS RESIDENCE (Street) (City or Town) (State) (Zip Code)		

1

TELEPHONE NUMBER	SOCIAL SECURITY NUMBER	ARE YOU A CITIZEN OF THE U.S.? ☐ YES ☐ NO

HEIGHT	WEIGHT	ANY PHYSICAL DEFECTS? (What) ☐ Yes ☐ No

FATHER'S OCCUPATION	FATHER'S EMPLOYER	EMPLOYER'S ADDRESS

MARITAL STATUS ☐ Single ☐ Married ☐ Widowed ☐ Divorced ☐ Separated	MAIDEN NAME (OR WIFE'S MAIDEN NAME) (First) (Last)	IF DIVORCED GIVE DATE AND PLACE	NO. OF DEPEN.

HUSBAND'S OR FORMER HUSBAND'S NAME (First) (Middle) (Last)	HUSBAND'S (WIFE'S) OCCUPATION	HUSBAND'S (WIFE'S) EMPLOYER	EMPLOYER'S ADDRESS

ACCOUNT COMPLETELY FOR YOUR TIME FROM THE FIRST YEAR OF HIGH SCHOOL TO THE PRESENT IN THE BOXES BELOW

NAMES OF SCHOOLS ATTENDED	CITY & STATE	NO. OF YRS. Day	NO. OF YRS. Eve.	MAJOR SUBJECTS	YEAR MO.	YEAR YR.

2

EXTRA-CURRICULAR ACTIVITIES (ATHLETICS, CLUBS, FRATERNITIES, ETC.)

ACTIVITY	HIGH SCHOOL OFFICES HELD	ACTIVITY	COLLEGE OFFICES HELD

3

SCHOLASTIC HONORS (SOCIETIES, AWARDS, SCHOLARSHIPS, ETC.)

COMBINATION FORMS

ACTIVE SERVICE WITH UNITED STATES ARMED FORCES

BRANCH OF SERVICE	SERIAL NO.	RANK OR RATE AT DISCHARGE

DATE OF ENTRY (Mo.) (Day) (Yr.)	DATE OF SEPARATION (Mo.) (Day) (Yr.)	TYPE OF SEPARATION (i.e., Expiration of Enlistment, Medical, etc.)

PREVIOUS WORK EXPERIENCE - PART TIME AND FULL TIME (List in order, last employer first)

NAME OF COMPANY	CITY & STATE	TITLE	PERIOD OF EMPLOYMENT FROM Mo.	FROM Yr.	TO Mo.	TO Yr.

4

FOR WHAT SPECIAL KIND OF WORK HAVE YOU A PREFERENCE?	ARE YOU WILLING TO BE TRANSFERRED TO ANOTHER LOCATION? ☐ Yes ☐ No

WERE YOU REFERRED BY A EMPLOYEE? ☐ YES ☐ NO	IF YES, STATE NAME	DEPARTMENT

HAVE YOU ANY RELATIVES, FRIENDS OR ACQUAINTANCES NOW EMPLOYED BY ? ☐ YES ☐ NO	IF YES, STATE NAME	RELATIONSHIP	DEPARTMENT

CHARACTER REFERENCES (Do not use the names of relatives or former employers.)

NAMES	ADDRESSES

5

I authorize investigation of all statements contained in this application blank if I am considered for employment and hereby authorize previous employers, personal references named, or any other person or persons to whom the Company may refer to give any and all information regarding my employment or scholastic standing together with any other information, personal or otherwise, that may or may not be on their records.

I understand that misrepresentation or omission of any fact called for hereon, or on any other statements made in connection with my request for employment, or receipt by the Company of unsatisfactory references, will be sufficient cause for dismissal from the Company's service if I shall have been employed.

6

Applicant's Signature _____
(First) (Middle) (Last)

NOT TO BE COMPLETED BY APPLICANT

DATE OF INTERVIEW	COMMENTS

TO BE COMPLETED AFTER EMPLOYMENT

I have seen _____

_____

and am satisfied that

_____
Month Day Yr.

is employee's correct date of birth.

_____
INITIALS

THE INTERVIEW

REASONS PEOPLE DON'T GET JOBS	Are you like this?
Poor personal appearance	_____
Poor attitude	_____
Too interested in salary	_____
Didn't know why you wanted the job	_____
Sloppy in filling out job application	_____
Acted immaturely	_____
Late to interview	_____
Low moral Standards	_____
Appeared lazy	_____
Did not look at interviewer	_____
No or poor work record	_____
Showed no interest in company	_____
No goals or direction	_____
Talked about personal problems	_____
Not willing to start at bottom	_____
Was a "know-it-all"	_____
Lack of confidence	_____
No sense of humor	_____
Did not show good manners	_____
Was not polite	_____
Could not communicate with people	_____
Could not make decisions	_____

There are many reasons people don't get jobs. Employers say people are not hired because they do the things listed above during the interview. Go through the list to see if you would do any of those things during an interview if it was today. The following pages of information on the interview are designed to help you be successful during the interview. Remember that the interview is probably the most important step in getting a job.

INTERVIEWING HINTS

The interview is the most important step in getting a job. In many cases, the interview is the first contact you will have with an employer. During the interview, the employer will try to assess your abilities and attitude. The rating you get will decide if you get the job.

The following is a list of things you should know and remember about the interview.

Go to the interview alone. If you take a friend or relative, the interviewer will think you are insecure.

Be on time or a few minutes early. If you are late for the interview, the interviewer will wonder whether you will be on time for work if hired.

Look neat and clean. The employer will notice your hair, teeth, hands, fingernails, shoes and clothes.

Do not slouch or lean. The employer will notice your posture. Poor posture creates negative reactions to you. Stand and sit straight at all times without being stiff.

Speak in a clear and pleasant manner. A pleasant personality will please the employer. Smile during introductions and at times during the interview but don't wear a grin all the time.

Introduce yourself in a quiet, easy and confident way. The first part of the interview will set the tone. Say your name clearly and why you are there. After this, let the employer lead the conversation. Shake hands firmly if an offer to shake hands is made. Stand until you are asked to sit down. Say thank you as you take your seat.

Try not to act nervous by playing with keys, pencils or rings. If you act relaxed, the employer will think you are confident. But if you overdo it, he will think you are too confident or not interested.

Do not smoke or chew gum during the interview.

Speak clearly and look at the employer when talking and listening. You can look around a little, but don't stare into space or bury your chin in your chest.

COMMON QUESTIONS ASKED DURING THE INTERVIEW

All employers will not ask the same questions. If the employer asks you to tell about yourself, you should include the following:

- where you were born and now live
- what your major was in school
- what your special abilities are
- what experience you have had
- what your special interest or hobbies are

****

After you have told the employer these things, he will probably ask you more questions. The following questions are examples which you should be familiar with and ready to answer.

1. Did you enjoy school?
2. Do you plan to continue your education?
3. What courses do you like best? Least? Why?
4. Do you feel your schooling helped you?
5. Have you ever had trouble getting along with people?
6. What school activities did you participate in?
7. What are your hobbies?
8. What are your career goals?
9. What is your idea of a good worker?
10. Do you like working by yourself or with others?
11. Is making money or helping others more important to you?
12. Do you like routine work?
13. What jobs have you enjoyed most? Least? Why?
14. What position are you interested in?
15. Why are you interested in this job?
16. Why do you think you want to work for our company?
17. What do you know about our company?
18. What job in our company do you want to work toward?
19. What fringe benefits do you expect?
20. How much money do you expect to make?

****

When answering these questions, you should be truthful and to the point. However, you should be positive in your answers. You should not criticize others, complain or bring up your personal problems. This is not to say the employer is not interested in you. But the employer is looking for the good points in your attitudes and abilities that will help him decide if you would be an asset to the company.

QUESTIONS YOU ASK

Employers expect you to ask questions. If you ask good questions, the employer will know you are really interested in the job. Here are some questions you may want to ask if the employer hasn't offered the answers:

1. What are the job duties?
2. What are the fringe benefits?
3. What are the hours?
4. What are the opportunities for advancement?
5. What are the opportunities for on-the-job training and further education?
6. What do you look for in an employee?

Remember, that you are also trying to decide whether or not you will accept a job if it is offered. The employer realizes this and will be glad to know that you are trying to make a good decision.

****

CLOSING THE INTERVIEW

Sometimes an employer will offer you a job on the spot. If you are not sure you want the job, you should thank him for the offer and ask for a few days to think about it. Most employers will agree to this, but if he doesn't you will have to make a quick decision. If you go into the interview prepared, you should be able to make a good decision.

In many cases, an employer will want to look at your file and interview others. In this case, he will probably want to contact you later. Initiative on your part is important at this point and you should do two things:

1. Tell him you are very interested in this job and would be willing to give your best effort if you get it.

2. Tell him that you would like to call him in a few days to see what the decision is.

If he tells you he would rather contact you, accept this and thank him for his time.

INTERVI PLAN

DIRECTIONS: An interview plan will help you prepare for the interview. Identify a job you want to apply for and develop an interview plan for that job.

JOB _____ JOB REQUIREMENTS & DUTIES _____

_____

Record a few brief notes that will help you answer the question "Tell me about yourself." (Part of this information should relate to the job if possible.)

BACKGROUND: (Family, where born, where live)

_____

_____

_____

SCHOOLING: (Major,classes,activities) _____

_____

_____

SPECIAL ABILITIES & EXPERIENCE (Work, other)

_____

_____

SPECIAL INTERESTS & HOBBIES _____

_____

_____

Record a few brief notes that will help you answer common employer questions.

Why you want to work for this company:

_____

_____

Why you want this job: _____

_____

_____

What are your career goals: _____

_____

_____

What do you know about the company:

_____

_____

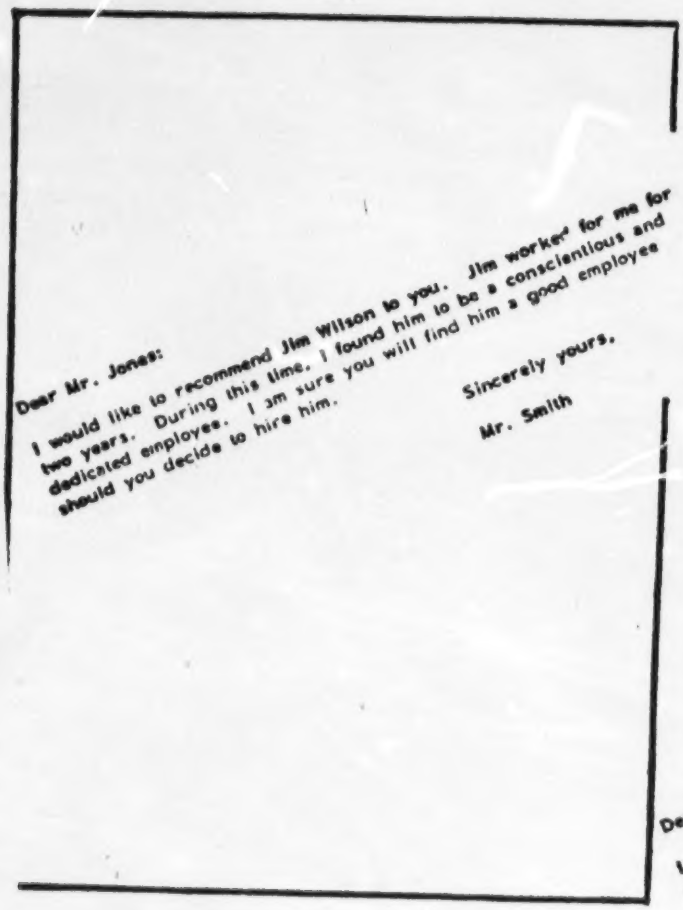
_____

You may not meet all of the basic job requirements. If you don't, you should show the employer how you are willing to improve and develop new skills. This may include willingness for on-the-job training, community college, or adult education classes. List the job requirements that you do not meet and how you will develop these.

List questions you will ask the employer. (Don't be afraid to ask about salary, but do not over emphasize it.)

I QUIT!

!! UNEMPLOYED !!

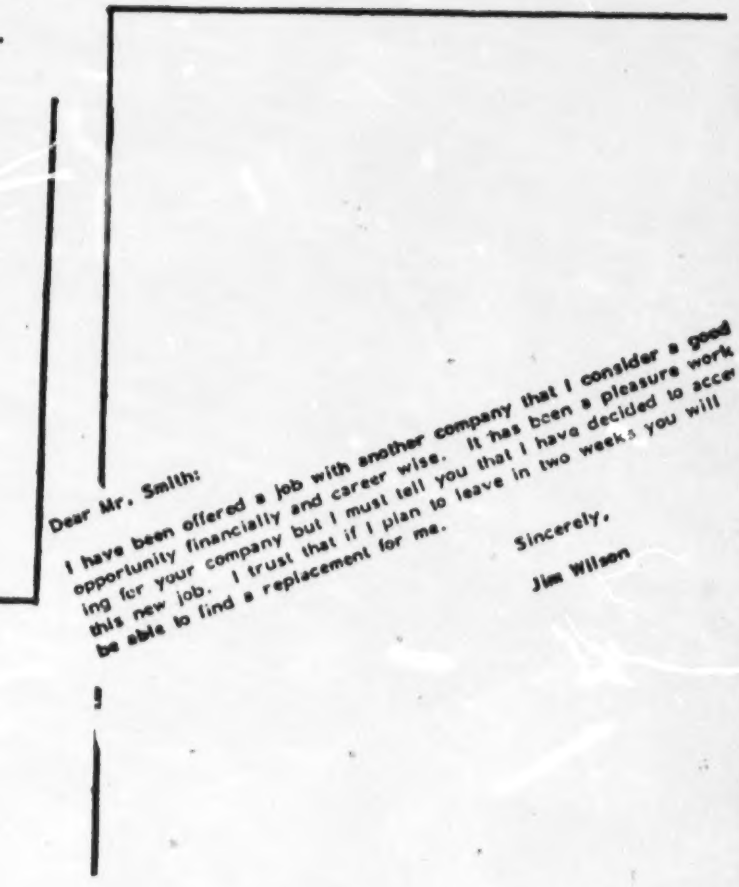


Dear Mr. Jones:

I would like to recommend Jim Wilson to you. Jim worked for me for two years. During this time, I found him to be a conscientious and dedicated employee. I am sure you will find him a good employee should you decide to hire him.

Sincerely yours,

Mr. Smith



Dear Mr. Smith:

I have been offered a job with another company that I consider a good opportunity financially and career wise. It has been a pleasure working for your company but I must tell you that I have decided to accept this new job. I trust that if I plan to leave in two weeks you will be able to find a replacement for me.

Sincerely,

Jim Wilson

TERMINATING A JOB

Eventually everyone leaves a job. Some people quit to take better jobs, others quit to go into another field. Whatever the reason(s), most people have many different jobs in their lifetime, and thus they leave many jobs, if only to retire.

You should be aware that there are proper procedures to follow when quitting a job -- you don't simply fail to show up when you've decided to quit.

1. The first rule in leaving a job is "Don't quit one job before you definitely have another" (unless you are prepared for an extended period of unemployment).

2. When you are definitely going to quit and have another job waiting, give your employer a two (2) to three (3) week notice so he won't be left short when you leave. *Note: Unless you hold a professional job, four (4) weeks is normally considered to be the maximum notice ever given.

3. When giving an employer your notice, first tell him orally, and then give him a short typed note stating when you are leaving and a brief reason why.

4. Always leave a job with a good feeling between you and the employer. Chances are he will be asked to give you a recommendation at a later date.